



CNTC GREAT LAKES
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DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12300.1
N22

09 JAN 1991

NTC GREAT LAKES INSTRUCTION 12300.1

From: Commander, Naval Training Center, Great Lakes

Subj: DETAILS

Ref: (a) FPM 300.8 and CPI Supplement thereto

1. Purpose. To provide information concerning the propriety and limits of details of civilian employees and to establish procedures for controlling details as outlined in reference (a).

2. Cancellation. NTCGLAKESINST 12000.2, Chapter IV, Subchapter 2. This instruction has been substantially revised and should be reviewed in its entirety.

3. Discussion. A detail is the temporary assignment of an employee to a different position or set of duties for a specified period of time. There is no formal position change; officially, the employee continues to hold the position from which detailed and keeps the same status and pay. An employee does not have to meet the qualification requirements for the position to which they are detailed and does not need to meet time-in-grade requirements. If the employee is properly detailed it is not a misassignment.

4. Policy. Activity management officials may detail employees for any legitimate management purpose, for example to handle unexpected workloads or special projects; to fill in during another employee's absence; for training; or pending position classification, security clearance or investigation. A misassignment occurs when an employee is required to perform duties not covered by the official position or job description for periods of time longer than those specified in this instruction.

5. Time Limits on Details

a. The limitations discussed below apply to career; career-conditional; TAPER (Temporary Appointment Pending Establishment of Register); Schedule A or B; VRA (Veterans Readjustment Act); Term and temporary employees of serviced activities. Additional restrictions may apply to details of employees in a unit for which a union local has been granted exclusive recognition. For instance, some negotiated agreements require that temporary promotions rather than details be used for

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assignment of bargaining unit members to bargaining unit positions at higher grades if the assignment will last longer than 60 days.

b. Employees may be detailed to positions at the same grade, lower grade or to duties, without competition under the Merit Staffing Program in increments of 120 calendar days for up to one (1) year. Details to higher level positions or to duties known to have promotion potential may also be directed by administrative action but are limited to 120 calendar days. Details to such positions for more than 120 calendar days must be made through competitive Merit Staffing Program procedures. An employee selected for detail through competitive procedures may subsequently be promoted to the position to which detailed without further competition, if the fact that the detail could lead to promotion was made known to all potential candidates. Although a new time limit applies each time an employee is detailed to a different position, agencies should not routinely keep employees on detail for long periods. Detail procedures should not be used to "try out" an employee for potential promotion without Merit Staffing Program competition when it could be construed as preselection of the employee.

6. Extension of details

a. Although the maximum initial period is limited to 120 calendar days, activities have been delegated authority to extend details of employees to higher graded positions, lower graded positions, positions at the same grade or to duties for up to one year. Extension must be done in increments of no more than 120 days.

b. Activities are delegated authority to detail employees regardless of grade level for up to two years if the activity is undergoing a commercial activity study. A commercial activity study means a review under OMB Circular A-76 of an agency activity that could be performed under contract.

7. Procedures

a. Activities must submit an SF-52 to report details to lower graded or to same graded positions or to a set of duties if the details are in excess of 120 calendar days. Activities must also submit an SF-52 to report details to higher graded positions or positions with more promotion potential if the details are in excess of 30 calendar days. The SF-52 must be submitted through proper channels to the Naval Training Center Consolidated Civilian Personnel Office. The completed SF-52 must indicate the position to which the employee is officially assigned and the

position to which the employee is detailed. The SF-52 must also contain the effective date, the expected termination date, and if the employee is already detailed and how long they have been detailed. If the employee is to be detailed to duties which have not been classified, a brief description must be attached to the SF-52. The NTC CCPO will issue a Notification of Personnel Action (SF-50) to make it clear that the detail of an employee is, indeed, a documented personnel action.

b. If the detail expires on the original date specified, no additional SF-52 is required. The SF-50 for termination of the detail will be automatically generated. If action is taken to extend the detail or terminate the detail prior to the original expiration date, a second SF-52 must be initiated and forwarded to the NTC CCPO.

c. Upon termination of a detail an employee must be returned to his/her officially assigned position. Failure to return an employee to his/her officially assigned duties upon termination of a detail constitutes a misassignment.

8. Action

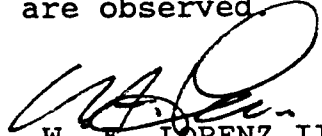
a. Activity management officials are responsible for ensuring that employee details are kept to the shortest practicable time limits, and that continuing efforts are made to secure necessary manpower through the use of appropriate personnel actions.

b. First level supervisors are responsible for informing employees concerned of official details, either orally or by presentation of written notice; for initiating requests for details; for proper assignment of personnel to duties, and termination of details. In addition, supervisors are responsible for developing critical elements and performance standards within 30 calendar days for employees on details of 120 calendar days or more.

c. The NTC CCPO is responsible for providing personnel management assistance and advice on any question arising out of the interpretation of this instruction. In addition, the NTC

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CCPO is responsible for monitoring details to ensure that OPM and Navy regulatory requirements are observed.



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